

# Team Leader – Community Recycling Centre

|                                           |                                                                            |
|-------------------------------------------|----------------------------------------------------------------------------|
| <b>Team</b>                               | <b>Cleansing Operations</b>                                                |
| <b>Division / Section</b>                 | <b>City Services &amp; Assets Division<br/>Roads &amp; Traffic Section</b> |
| <b>Location</b>                           | <b>Five Dock Depot</b>                                                     |
| <b>Classification/Grade/Band</b>          | <b>7</b>                                                                   |
| <b>Approved Status</b>                    | <b>Full time, 38 hours / week</b>                                          |
| <b>Position Code</b>                      | <b>CB0366</b>                                                              |
| <b>Date position description approved</b> | <b>December 2025</b>                                                       |

## Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

## Primary purpose of the position

- To operate the Community Recycling Centre by assisting customers and the receiving of acceptable household materials.
- To provide materials handling and logistical support for the daily operation of this facility.
- To provide other operational support to other activities as and when required.
- To fulfil the operational trading hours of the Community Recycling Centre and ensure it is appropriately staffed during all operating hours.

## Key accountabilities

### Technical/Operational

- Demonstrate a proactive approach to the operation of the Community Recycling Centre by liaising with customers and suppliers / contractors.
- Provide input into technical solutions for improving the operation and maximising productivity of this service.
- Undertake general maintenance of the facility and associated equipment.
- Load truck on Mondays and any other days required. Maintain accurate records, both paper and computer-based, regarding deliveries and collections, and other information as required.
- Provide technical and operational support in other areas of Council and supplementary to the primary role of the Community Recycling Centre.

## **Financial**

- Nil.

## **Communication, Consultation & Engagement**

- Provide courteous, efficient and timely customer service to internal and external customers.
- Support and promote team work through co-operation, communication, sharing information, provision of accurate advice and maintenance of effective communication between staff across the organisation.
- Ensure that all Council policies, initiatives and practices relating to customer service are adhered to in the work environment.
- Comprehend instructions, complete basic work records and be able to clearly and positively communicate with supervisors, team members and members of the public.

## **General**

- To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- Collaborate and communicate with Divisional staff and others within the organisation to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Proactively support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to identify process, policy and operational improvements.
- Maintain a commitment to workplace safety, risk mitigation and EEO, acting to rectify where necessary.
- Support a respectful and positive workplace environment by complying with the Workplace Behaviour Standards and Expectations Policy and responsibilities identified in section 2 of the Schedule of Operational Responsibilities outlined below.
- Identify process improvement opportunities to reduce waste, increase efficiency, improve customer service or reduce processing time.
- Carry out additional tasks within your skills set as assigned by your Supervisor.

## **Essential Knowledge, Skills and Experience (Essential Criteria)**

- Current Class 'C' Drivers licence.
- SafeWork accredited Construction Induction Card.
- Traffic Control Certificate - TCR & IMP.
- Forklift Licence (National Licence to Perform High Risk Work)
- ChemCert Certificate
- Demonstrated ability to work effectively as part of a team, follow instructions and work within a set timeframe with limited supervision.
- Sound communication and customer service skills with the ability to solve problems and recommend and implement improvements.
- Ability to read plans and understand general construction techniques, as well as maintain accurate records, undertake calculations and complete forms.
- Willingness to undertake rotational aspect of role and undertake duties in different areas of Council as deemed appropriate by supervisors.

## **Desirable Knowledge, Skills and Experience (Desirable Criteria)**

- Current First Aid Certificate

# Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointed employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager/Supervisor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director

# SCHEDULE OF OPERATIONAL RESPONSIBILITIES

## 1. Work, Health & Safety Responsibilities

### 1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

### 1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- 1.2.1. Providing advice to the Manager on WHS issues.
- 1.2.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.2.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.2.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.2.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.2.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.2.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.

- 1.2.8. Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- 1.2.9. Including safety training and equipment in budgets.
- 1.2.10. Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- 1.2.11. Ensuring all workers have attended relevant induction and essential safety courses.
- 1.2.12. Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- 1.2.13. Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- 1.2.14. Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- 1.2.15. Maintaining awareness of legislation which regulates activities you are responsible for.
- 1.2.16. Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- 1.2.17. Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- 1.2.18. Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- 1.2.19. Ensuring workers are supervised by a competent person.
- 1.2.20. Ensuring amenities are maintained in a safe and healthy condition at all times.

### **1.3. Manager**

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- 1.3.1. Advising the Executive of WHS issues.
- 1.3.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.3.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.3.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.3.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.3.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.3.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- 1.3.8. Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- 1.3.9. The inclusion of health and safety requirements, including safety training and equipment in budgets.
- 1.3.10. Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- 1.3.11. Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.
- 1.3.12. Performing on the job inspections to ensure compliance with working procedures for safe working practices.

- 1.3.13. Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- 1.3.14. Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- 1.3.15. Effective procedures are in place, and are implemented, to identify hazards.
- 1.3.16. All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBU's undertaking the work activity.
- 1.3.17. Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- 1.3.18. Appropriate amenities are available for all workers and PCBU's whilst they are in the workplace.
- 1.3.19. That documents used in relation to the WHS Risk Management System are retained in a secure environment.

## **2. Workplace Behaviour Standards and Expectations**

### **2.1. Employees' Responsibilities**

- 2.1.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- 2.1.2. Embracing diversity and supporting inclusive workplaces
- 2.1.3. Recognising different styles and perspectives
- 2.1.4. Contributing to open communication and information sharing
- 2.1.5. taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

### **2.2. Managers' Responsibilities**

- 2.2.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
- 2.2.2. Not diminishing or seeking to excuse reported instances of harassment or bullying
- 2.2.3. Providing constructive, regular, reasonable performance guidance
- 2.2.4. Embracing diversity and supporting an inclusive workplace
- 2.2.5. Recognising and appreciating different working styles and perspectives
- 2.2.6. Allocating duties fairly, setting clear expectations and realistic deadlines
- 2.2.7. Monitoring potential for and acting promptly on, bullying or harassing behaviour

## **3. Sustainability Responsibilities**

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

## **4. Record Keeping Responsibilities**

Comply with Council's Records Management Policy and the State Records Act 1998.

## 5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

## 6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 8. Organisation Values

| Value                        | Value Statements                                                                                                                                                                                                                                                                                                                |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>We act with integrity</b> | We are accountable to ourselves and our community.<br>We are honest, fair and ethical in all we do.<br>We are clear and transparent in our actions.<br>We do what we say we will.                                                                                                                                               |
| <b>We empower our people</b> | We invest in our people and build leaders.<br>We encourage our people to be decision makers and to take action.<br>We take ownership of our actions.<br>We are approachable and lead by example.                                                                                                                                |
| <b>We are respectful</b>     | We listen to each other with an open mind.<br>We build relationships on mutual respect.<br>We are open, honest and constructive in our communication.<br>We are inclusive and embrace diversity.<br>We will respond to our community in a timely and responsible manner.                                                        |
| <b>We work together</b>      | We care about each other and about our community.<br>We are committed to building and maintaining a safe environment for our people.<br>We support our people to perform at their best and celebrate achievements.<br>We collaborate to get the best out of each other.<br>We work with our community to build a better future. |
| <b>We innovate</b>           | We encourage and value ideas that will improve services for our community.<br>We are creative problem solvers and are committed to creative thinking.<br>We will be better tomorrow than we are today, building on past success.<br>We continuously improve and challenge ourselves to deliver better outcomes.                 |

## 9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointed employee

Initialled \_\_\_\_\_ Date: \_\_\_\_\_  
Manager/Supervisor

Initialled: \_\_\_\_\_ Date: \_\_\_\_\_  
Director